

**ADMINISTRATIVE-INTERNAL USE ONLY**

EXCOM 81-9014

11 May 1981

MEMORANDUM FOR: Office of the Comptroller  
Office of Equal Employment Opportunity  
Office of General Counsel  
Office of Inspector General  
Office of Legislative Counsel  
Office of Public Affairs  
Office of Personnel  
Administrative Officer, DCI

FROM : Director, DCI/DDCI Executive Staff

SUBJECT : DCI Area Building Planning Subcommittee

REFERENCE : [ ] 5 May 1981

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1. Reference announced the establishment of the Building Planning Staff (BPS), Office of Logistics. The Staff is responsible for designing a program to consolidate CIA facilities in the Washington metropolitan area. An Agency Building Planning Committee, consisting of directorate and DCI Area representatives, will assist the BPS in defining the future facilities requirements of individual components.

2. [ ] Executive Committee Staff, is the DCI Area Representative on the Building Planning Committee. In this capacity, he will chair a subcommittee of representatives from each of the DCI Area components.

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3. It is requested that each addressee name a representative and alternate to participate in the DCI Area Building Planning Subcommittee. Please identify these representatives to [ ] by Friday, 15 May. The DCI Administrative Officer or his designee will represent the Offices of the DCI/DDCI. A first meeting of the subcommittee principals will take place at 1000 hours on Monday, 18 May, in the CI Conference Room, 2C40.

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[ ]  
Robert M. Gates

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